

## **SCOPE OF WORK**

### **US Embassy , Kuala Lumpur**

#### **Part 1: General**

**1.1 LOCATION :** The job site is all the Gov. Properties and Lease properties as attached in the list of properties.

**1.2 DESCRIPTION:** Residential Monthly, Quarterly and Annual Air-Condition Preventive Maintenance and Servicing.

**1.2.1** The Contractor shall provide monthly, quarterly and annual preventive maintenance services on split, wall mounted , package, ceiling cassette and ceiling hung unit type air conditioners located at the American Embassy Chancery area which is MSG Quarters and 4 -Uthant TDY Quarters ,all U.S. Government Owned properties and 4 leased properties as listed ,in Kuala Lumpur area.

**1.2.2** The U.S. Government reserves the right to add and/or delete any building, premises, number and type of air conditioners during the performance of this contract.

**1.2.3** The U.S. Government reserves the right to add and/or delete any preventive maintenance item, as necessary, in order to prolong the life expectancy of the air conditioner units.

**1.2.4** The Contractor / Company shall register as an air-conditioning company to perform this contract.

**1.2.5** The contractor shall provide professional qualify personnel (certified /licensed holder), fully trained with air conditioning and maintenance experiences for this contract services. The U.S. Government reserves the right to remove any personnel who do not have the technical capability to perform this maintenance and repair services. The Contractor, in turn, shall immediately provide other qualified personnel in order to ensure preventive maintenance of the equipment is continued.

**1.2.6** The Contractor shall make itself available to answer and attend any emergency repair services to expedite needed repair of a malfunctioning air conditioner unit in any of our properties.

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- 1.2.7 The contractor shall provide all tools, testing equipment, ladders, rags, oil, grease approved cleaning agents and other necessary items to ensure complete and thorough preventive maintenance. These include Freon gas retrieve machine(s).
- 1.2.8 The Contractor shall provide a service schedule every month one month in advance to the embassy personnel for coordination and appointment purposes. It shall be the Embassy personnel's responsibility to coordinate with the occupant(s) to gain access to the residence/office.
- 1.2.9 The Contractor, upon completion of servicing air conditioners in a particular home or office, shall prepare a service chit listing all air conditioners services, and obtain the signature of the occupant acknowledging the acceptance of the services. These service chits must accompany the invoice submitted to the COR on a monthly basis.
- 1.2.10 The Contractor shall not remove or install any broken air conditioner or parts thereof, without prior consent of the COR.
- 1.2.11 The Contractor shall inform the COR immediately, in writing, of any malfunctioning unit(s). The statement must be clear and concise, explaining the malfunction and proposed parts and/or service needed to correct the malfunctioning. In the case of an emergency repair, the Contractor may notify the COR verbally, and the COR may give verbal authority to proceed with repairs, however this must be followed by a written statement from the Contractor.
- 1.2.12 The Contractor shall not negotiate for, promise to, or repair any air conditioner for the occupant of any residence or office without the approval of the COR.
- 1.2.13 The Contractor shall make itself available to attend all inspections held by the COR and execute any work that arises out of such inspection covered by the scope of work in this contract.
- 1.2.14 The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others.

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#### **Minimum Acceptable Preventive Maintenance Procedures/Checklist**

The Contractor shall follow, but is not limited to, the minimal acceptable preventive maintenance procedures/checklist as follows:

#### **MONTHLY & QUARTERLY**

##### **Fan Coil Unit**

- I. Replacement of media filters with polyester media with intrinsic tacky coating and washing of all permanent filters. ( Quarterly only )
- II. General checking and cleaning of the drainage pipe and drain pan. Placement of approved condensate drain tablet.
- III. Check and tighten all electrical terminals.
- IV. Mist spray into return ducts and blower approved Chlorine Dioxide spray-Fan must be on during application into return duct.
- V. Check and clean blower wheel with soap and water.
- VI. General cleaning of the indoor unit includes cleaning with cleaning detergent of housing, filter, services of evaporator coil, blower fan and fan blades.
- VII. Checking of copper tubes connections, report leak, if any to COR and includes in service chit.

##### **Condensing Unit**

- I. General cleaning of the outer surface.
- II. Water rinse cleaning of the condensing coil.
- III. Checking and tightening the compressor mountings, as necessary.
- IV. Check refrigerant and top up, as necessary – report leaks.
- V. General check to tighten all housing screws and bolts.
- VI. General check of all wiring and tightening of loose terminals, as necessary.

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**Starter Board**

- I. General check of main switch.
- II. General check of all electrical wiring and terminals, tighten as necessary.
- III. General check of safety overload relay.

**General Servicing**

The Contractor shall remove the room air conditioner from its housing for general servicing, according to the manufacturer suggested preventive maintenance.

**ANNUALLY**

The Contractor shall perform general overhaul of the unit according to the manufacture suggested maintenance, and replace all filters as well.

- I. Removal indoor unit to outdoors and chemical cleaning and water rinse evaporator coil, blower fan wheel and blades.
- II. Chemical cleaning of the coil and water rinse with approved foaming coil cleaner.
- III. Mist coat spray on evaporator approved Chlorine Dioxide spray.
- IV. Chemical cleaning and water rinse of the condensing coil.

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#### 1.3 SAFETY

##### 1.3.1 DOSAR 652.236-70 ACCIDENT PREVENTION (APR 2004)

(a) *General.* The contractor shall provide and maintain work environments and procedures which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and, control costs in the performance of this contract. For these purposes, the contractor shall:

- (1) Provide appropriate safety barricades, signs and signal lights;
- (2) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and,
- (3) Ensure that any additional measures the contracting officer determines to be reasonably necessary for this purpose are taken.
- (4) For overseas construction projects, the contracting officer shall specify in writing additional requirements regarding safety if the work involves:

- (i) Scaffolding;
- (ii) Work at heights above two (2) meters;
- (iii) Trenching or other excavation greater than one (1) meter in depth;
- (iv) Earth moving equipment;
- (v) Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI;
- (vi) Work in confined spaces (limited exits, potential for oxygen less than 19.5 percent or combustible atmosphere, potential for solid or liquid engulfment, or other hazards considered to be immediately dangerous to life or health such as water tanks, transformer vaults, sewers, cisterns, etc.);
- (vii) Hazardous materials – a material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive or unstable, or any operations which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc.; or
- (viii) Hazardous noise levels.

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### **HAZARDOUS SUBSTANCES**

The Contractor shall provide information to the Embassy about the identity and hazards of hazardous substances supplied or used by the Contractor in the performance of the Contract.

Labeling.

The Contractor shall insure that each individual product (as well as the carton, container or package in which the product is shipped) of any of the following substances (as defined by the Act and the regulations) supplied by the Contractor is clearly labeled, tagged or marked with the information listed in Paragraph (1) through (4):

1) Hazardous substances:

- a) The chemical name or common name,
- b) A hazard warning, and
- c) The name, address, and telephone number of the manufacturer.

2) Hazardous mixtures:

- a) The common name, but if none exists, then the trade name,
- b) The chemical or common name of special hazardous substances comprising .01% or more of the mixture,
- c) The chemical or common name of hazardous substances consisting 1.0% or more of the mixture,
- d) A hazard warning, and
- e) The name, address, and telephone number of the manufacturer.

3) Single chemicals:

- a) The chemical name or the common name,
- b) A hazard warning, if appropriate, and
- c) The name, address, and telephone number of the manufacturer.

4) Chemical Mixtures:

- a) The common name, but if none exists, then the trade name,
- b) A hazard warning, if appropriate,
- c) The name, address, and telephone number of the manufacturer, and
- d) The chemical name or common name of either the top five substances by volume or those substances consisting of 5.0% or more of the mixture.

Container labels shall provide a warning as to the specific nature of the hazard arising from the substance in the container.

Labels must be legible and prominently affixed to and displayed on the product and the carton, container, or package so that employees can easily identify the substance or mixture present therein.

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Material Safety Data Sheet.

The contractor shall provide Material Safety Data Sheets (MSDS) with the information required by the Act and the regulations for each hazardous substance or hazardous mixture. The Embassy must be provided an appropriate MSDS with the initial shipment and with the first shipment after an MSDS is updated or product changed. For any other chemical, the contractor shall provide an appropriate MSDS, if the manufacturer, importer, or supplier produces or possesses the MSDS. The contractor shall also notify the Embassy when a substance or mixture is subject to the provisions of the Act. Material Safety Data Sheets may be attached to the carton, container, or package mailed to the Embassy at the time of shipment.

(b) *Records.* The contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The contractor shall report this data in the manner prescribed by the contracting officer.

(c) *Subcontracts.* The contractor shall be responsible for its subcontractors' compliance with this clause.

(d) *Written program.* Before commencing work, the contractor shall:

(1) Submit a written plan to the contracting officer for implementing this clause. The plan shall include specific management or technical procedures for effectively controlling hazards associated with the project; and,

(2) Meet with the contracting officer to discuss and develop a mutual understanding relative to administration of the overall safety program.

(e) *Notification.* The contracting officer shall notify the contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the contractor or the contractor's representative on site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the contractor shall immediately take corrective action. If the contractor fails or refuses to promptly take corrective action, the contracting officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any suspension of work order issued under this clause.

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#### **Residential list with current A/C units.**

##### **Government Owned Properties**

8 Gerbang Ampang Hilir - 11 units of wall split a/conditioner (MA)

10 Gerbang Ampang Hilir - 8 units of wall split a/conditioner (MA)

9 Langgak Golf - 19 units of wall split & 8 units of ceiling cassette a/conditioner (MA)

1 Taman Uthant 2 - 7 units of wall split & 9 units of ceiling cassette a/conditioner (MA)

5 Jalan Ukay Heights - 7 units of wall split & 2 units of ceiling cassette a/conditioner (MA)

4 Uthant TDY Quarters - 8 units of wall split & 2 units of ceiling concealed a/conditioner (MA)

MSG House - 15 units of wall split & 3 ceiling concealed a/conditioner (MA)

9A Clover Close - 7 units of wall split a/conditioner (QA)

9B Clover Close - 7 units of wall split a/conditioner (QA)

9C Clover Close - 7 units of wall split a/conditioner (QA)

9D Clover Close - 7 units of wall split a/conditioner (QA)

##### **Leased Properties**

Selayang Warehouse - 5 units of wall split a/conditioner

Dua Residency B-1-9 - 9 units of ceiling concealed multi split a/conditioner (QA)

Dua Residency B-1-10 - 9 units of ceiling concealed multi split a/conditioner (QA)

# M – Monthly

# Q – Quarterly

# A - Annually

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